# VTEL IPanel VCS 5.0 User Guide

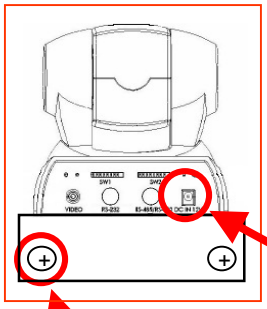
## IPanel 3200
## IPanel 3700
## IPanel 4200
## IPanel 4700

# Initial Setup
# IPanel 3700/4200

Please verify the following items are included with your shipment; camera with mounting bracket, camera power supply, wireless keyboard, PC power supply, DVD player power supply, panel IR remote, and software (including Windows XP Pro).

## 1. Camera mounting

**A.** Remove camera and camera mounting plate from the camera box (located in the accessories box).



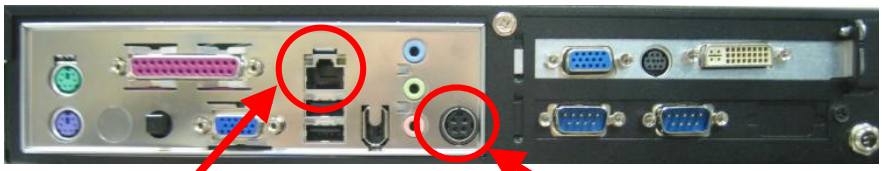
**B.** Using a Philips screwdriver remove the large silver screw from the bottom of the camera and use it to mount the camera mounting plate to the camera. Be careful not to over tighten the screw. Note: The L-shaped part of the mounting plate (containing two small holes) should face toward the back of the camera.

**C.** Use two screws to mount camera bracket and camera to the mounting plate holding the PC. Be careful not to over tighten the screws.
Align the camera bracket with the front of the monitor and stick it down with the double sided tape.

**D.** Connect the two cables (top of the LCD monitor) to the camera --Yellow to composite, black to RS-232. Make sure the camera power supply is connected to camera and AC outlet.

**All camera cables must be connected before powering on the computer.**

## 2. Power and network

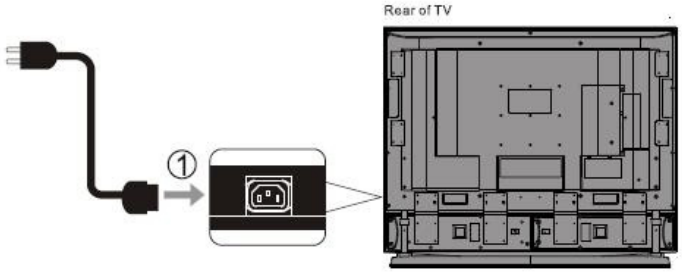


**B.** Connect an RJ45 cable from your Internet or LAN (local area network) connection to the bottom of the computer in either RJ45 port.

**C.** Check all cable to ensure none came loose during shipping.

**A.** Connect the power supply adapter-- a transformer (“brick”) with a large 4-prong plug on one end to the computer’s power receptacle located on the bottom left side of the computer. The power supply adapter is found in the accessory box.

# 2. Power and network (continued)



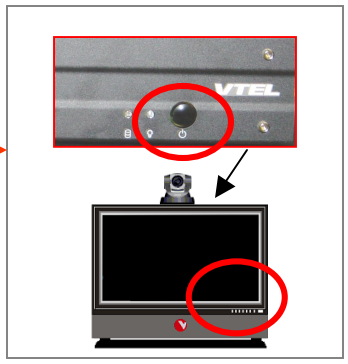

D. On the back of the panel ensure the power cable is connected

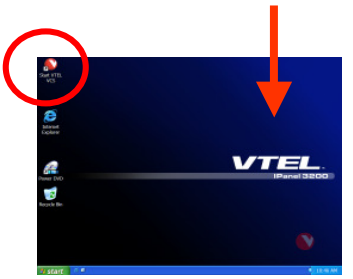
E. Configure your External IP network using the Network Configuration Guide in Section 6.

F. The hardware set up is complete. You should not have to do this again unless the system is moved to a new location.

# 3. Starting up the system

A. Power on the system using the power button on the top of the computer and the power button on the front of the monitor
B. The system will start up like any other Windows XP computer going through familiar screens.
C. This computer screen should be on the left side of the monitor. If it isn't go now to 3A "Arranging Proper Displays" . Your monitor needs to be configured for NORMAL Videoconferencing mode.



D. Double click on the red "V ball" ("**Start VTEL VCS" shortcut**) in the upper left corner. This launches the videoconferencing software.

E. After a brief loading process, a large VTEL "V ball" appears on the lower right of the screen. This says that the video-conferencing software is loaded.

**Note: if you do not see the usual Windows XP screen on the left side during start up go to section 3A to configure monitor and then return to this section.**

# 3A. Startup -- Arranging Proper Displays

When you turn on the flat panel and the PC you may find a display other than The NORMAL videoconferencing mode of PC on the left and Videoconferencing on the right.

**The flat panel will start up in the same mode that it was when it was turned off. So, if someone was watching TV and then turned off the system, the panel will return (start up) in TV mode.**

The following steps will get you to the NORMAL videoconferencing mode regardless of the configuration of the panel during startup.

Steps:

A. Toggle the VIEW button until you see <u>any</u> side-by-side display… i.e., the pick box on the screen will highlight just <u>half</u> of the screen. It doesn't matter what mode is actually on screen --even if all you see is a blue screen. All you want is the pink box highlighting just <u>half</u> of the screen.

B. Press the PC VC button. This will send a control signal to configure the IPanel into videoconferencing mode (side by side).

**Now you are in NORMAL Videoconferencing mode.**
**Return to step 3.**

| Function | Source |
|---|---|
| Computer PC | **HDMI-1** |
| Videoconferencing video | **VGA** |
| Television | **Cable** |

# 4. NORMAL Videoconferencing

A. The split screen at right will appear.
The left half is your local PC.
The right half is the videoconferencing section.

**Note: The keyboard mouse works normally as a PC mouse when the cursor is in the PC area… and the keyboard mouse works as a videoconferencing controller when the cursor is in the videoconferencing area.**

B. Move the cursor to the right hand section (it will turn blue)
C. Right-click and the videoconferencing menu appears:

**Place a Call**
**Audio Mute**
**Video Mute**
**Volume Control**
**Local Video**
**My IP Address**
**Exit VTEL Now**
**Cancel**

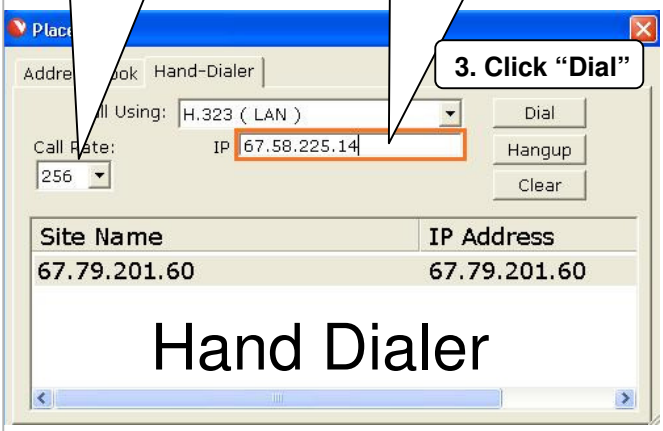
# 4A. Videoconferencing Menu – Placing a call

## Managing the address book

1. Call Rate
192 or 256 is a good rate for the Internet

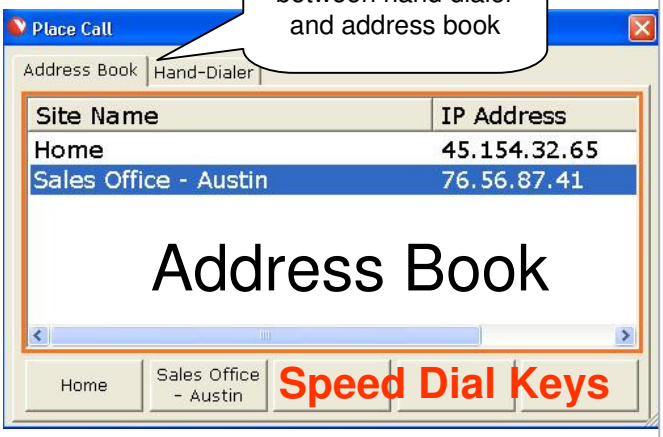
2. IP Address
Enter the IP address you are calling

3. Click "Dial"




**Hand Dialer – for ad-hoc connections**
• Use this 3-step process when you just want to connect to another site not in the address book.
• Call yourself in loop back by dialing your own IP address to test that your system is working OK.

Use tabs to toggle between hand dialer and address book




**Address Book– for routine connections**
• From list -- Use your cursor to highlight in blue the site and then "left double click".
• Speed Dial – Place the cursor over the speed dial key and "left click"
• Put any site on a Speed Dial key by highlighting the horizontal entry and drag and dropping it onto a key.
• To add a site -- Right click in the "address book" (white) portion and bring up menu with "add" at the top. This is how to add sites to your address book.

# 4B. Videoconferencing Menu

**Place a Call**
**Audio Mute**
**Video Mute**
**Volume Control**
**Local Video**
**My IP Address**
**Exit VTEL Now**
**Cancel**

An ICON appears on your VC screen showing status of audio and video mute

Muting -- On Master Menu click:
- Audio Mute so far site cannot hear you
- Video Mute so far site cannot see you
- Undo mute – click on the mute line on Master Menu again or,
- Click on the ICON displayed on your VC screen.

Volume: put your cursor where you want the volume to go and left click.

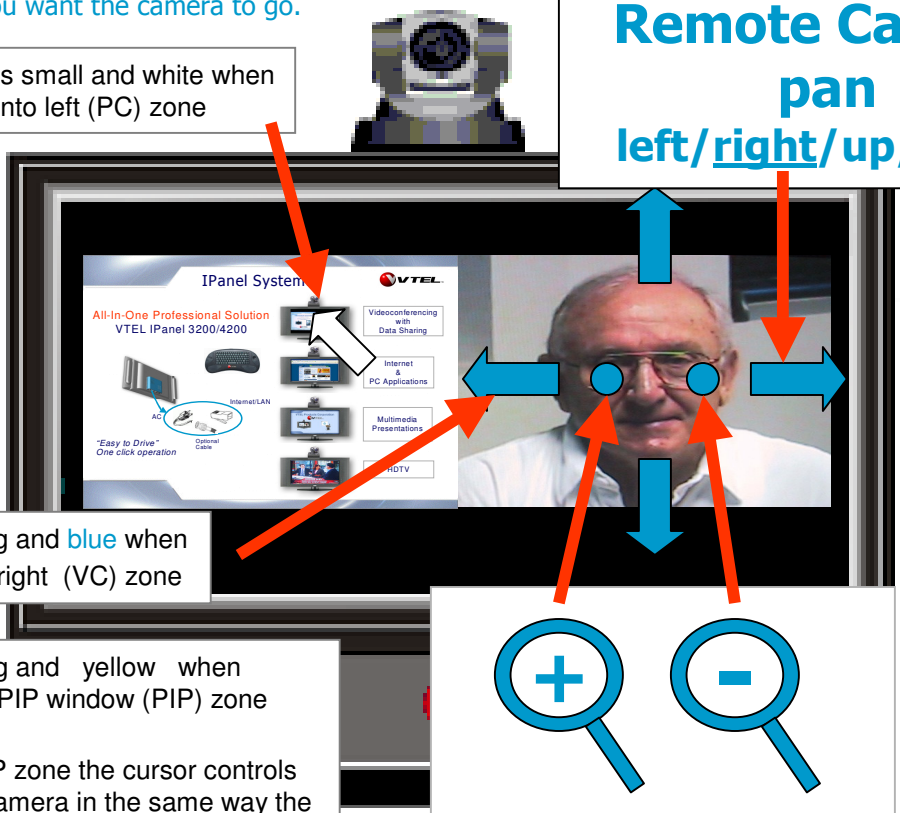
Slide bar appears on PC side of screen

# 4C. Camera controls using the keyboard mouse

Using the mouse to control cameras is very natural … just point where you want the camera to go.

Cursor is small and white when moved into left (PC) zone

**Remote Camera pan**
**left/right/up/down**




Cursor is big and blue when moved into right (VC) zone

Cursor is big and yellow when moved into PIP window (PIP) zone

When in PIP zone the cursor controls your local camera in the same way the blue cursor controls the far camera



Zoom In  Zoom Out

**Left-click (and hold) to move cameras**

# 4D. Videoconferencing Menu – Local IP address

**Hang Up**
**Address Book**
**Audio Mute**
**Video Mute**
**Volume Control**
**Send PC**
**Local Video**
**My IP Address**
**Cancel**

Left-click on "My IP Address". This is the number that other people should call to reach this system. It's like a phone number.

The IP address appears on the top of the PC (left) screen in PC/VC mode. If you are in VC mode (far site video picture only) the IP address will not appear.

Note: VCS 5.0 only detects the user's IP address when it launches. If you change your IP while VCS 5.0 is running it will not know about it and your calls won't work. To remedy this problem, just Exit VCS (by selecting Exit VTEL Now), and then launch VCS 5.0 again.

# 4E. Videoconferencing Menu – Local Video

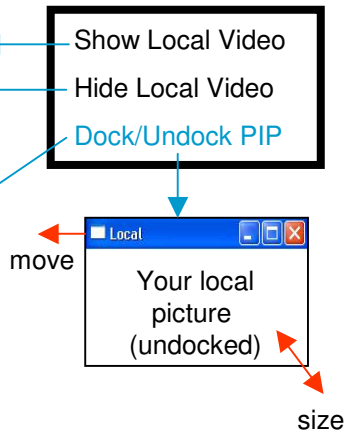
Local Video shows what your local camera is seeing. It normally goes into a PIP (Picture In Picture) window in the videoconferencing section (right side).

**Hang Up**
**Address Book**
**Audio Mute**
**Video Mute**
**Volume Control**
**Send PC**
**Local Video**
**My IP Address**
**Cancel**

Shows your video in PIP window

Removes local video (PIP)

- Undock: makes local video into PC-style window. You can resize and move anywhere
- Dock: removes top blue bar and "docks" PIP window where you last put it

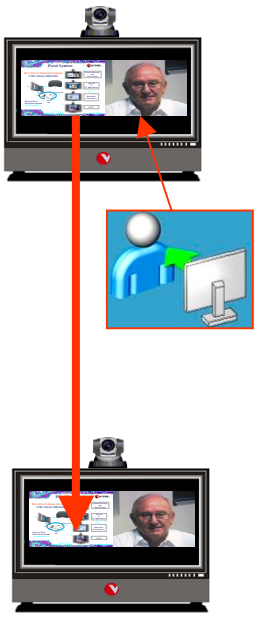


# 4F. Videoconferencing Menu – Send PC

During a videoconference you can present PowerPoint slides (or any other PC application) to the other participants.

**Hang Up**
**Address Book**
**Audio Mute**
**Video Mute**
**Volume Control**
**Send PC**
**Local Video**
**My IP Address**
**Cancel**

For PowerPoint:



- While in PC/VC mode (like picture at right), start your PowerPoint application in the left (PC) side. Maximize the size of the slides locally.
- Right-click on the video (right) side and bring up the videoconferencing menu
- Select "Send PC" – an ICON appears on your video side.
- In about 10-15 seconds the far site conferencing unit will also see your PowerPoint slide … exactly the same as you see it (same size and quality)
- Click on your PowerPoint slide and it will automatically (like normal) advance to the next slide. In about 5-10 seconds the remote site will see the new slide.
- When finished sharing slides select "Stop Sending PC" from the main white menu.

Note: The time it takes to transfer a slide is dependent upon the bandwidth of the connection between IPanel systems.

Note: If you are sending PC slides to the far site and they start "Send PC" at their end, it will cancel your Send PC and you will start receiving their PC data.

Tip: Bring your flash drives to the meeting (videoconference or local). Load your PC files into the IPanel. There is a convenient USB port on the upper right-hand side of the IPanel computer.

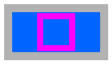
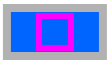
# System modes -- videoconferencing

The IPanel has three main videoconferencing modes of operation.
You can toggle from one mode to another using the keyboard function keys on the wireless keyboard

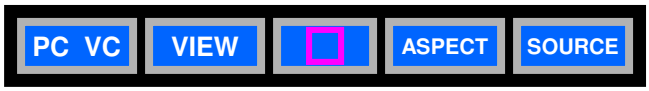
**PC and Video-Conferencing side by side - NORMAL**
Normal operation for videoconference-PC information on left, video on right

**Videoconferencing**
See full screen of far site in videoconference

**Full Screen PC**
See full screen of received PC data in videoconference. or see full size presentation locally when not in a videoconference

| Start | Go To | Return |
|---|---|---|
| | | |
| Highlight left screen  Press **VIEW** once (to make computer full screen) | | Press **VIEW** twice (to return display to split screen videoconferencing mode) |
| | | |
| Highlight right screen  Press **VIEW** once (to make video full screen) | | Press **VIEW** twice (to get to split screen) Press **PC VC** once (to get video on right) |

Note: This side-by-side display is the NORMAL Videoconferencing mode because it aligns the cursor control correctly. This means when you move your cursor to the right it goes smoothly from the left (PC) screen to the right. If these images are reversed you would have to move your cursor to left to go from the PC screen to the Video screen.




| Function | Source |
|---|---|
| Computer PC | **HDMI-1** |
| Videoconferencing video | **VGA** |
| Television | **Cable** |

## System mode -- Television

### Start

### Go To

Highlight left screen
Press **VIEW** once
(to make computer full screen)

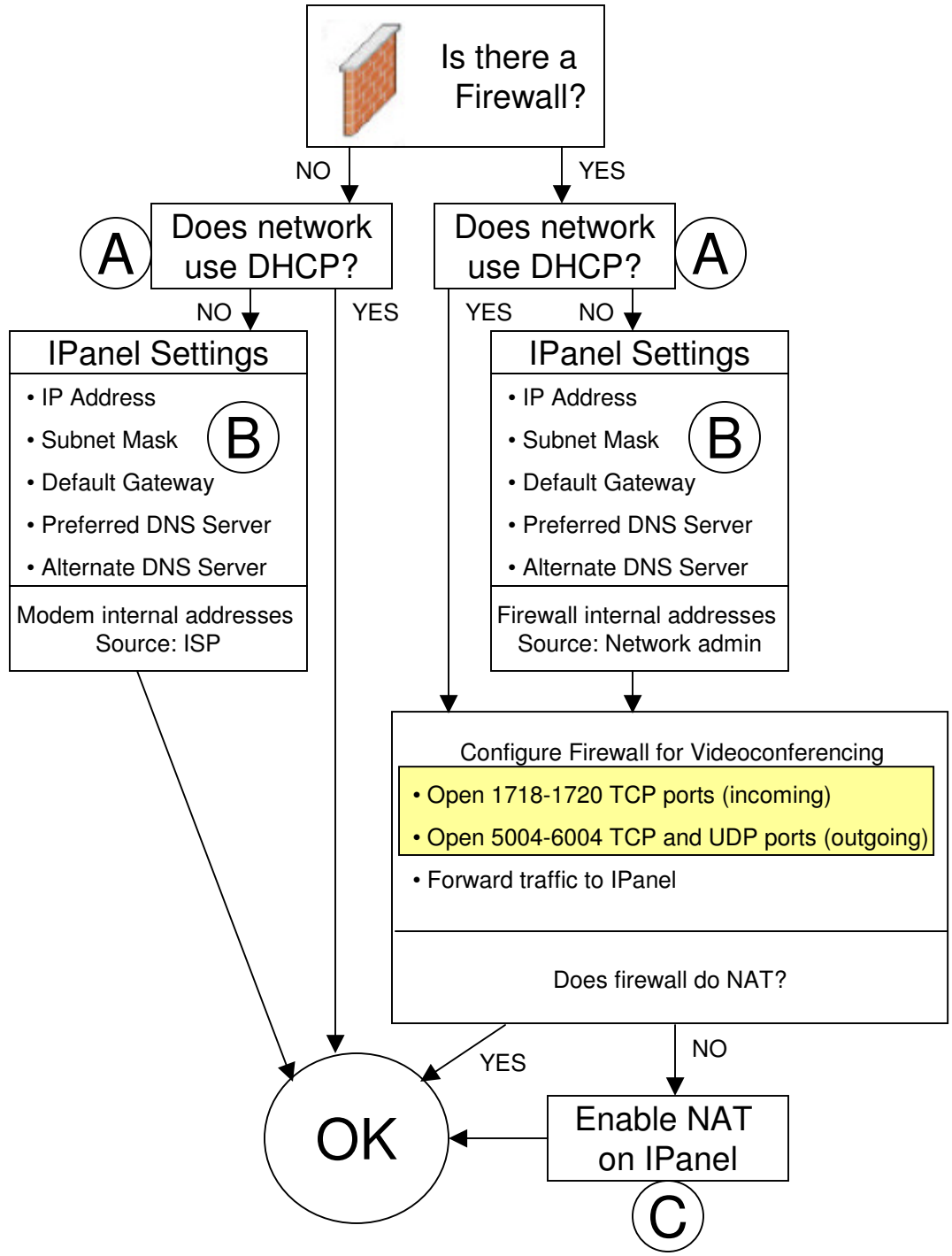
Press **SOURCE** until "**Cable**"

Press **SOURCE** until "**HDMI-1**"

Press **VIEW** twice
(to return display to split screen videoconferencing mode -- PC on left and video on right)

# 6. IPanel Network Setup for Public Internet

- The IPanel is designed to videoconference over the public Internet. The initial setup may involve your local IT (computer network) support person to configure your IP network parameters--especially your network firewall and some internal IPanel settings.
- This will only have to be done once at initial system installation. Thereafter, the user will simply call other videoconferencing systems using the IPanel address book.
- This decision tree flow chart covers all of the common network configuration conditions. Go to the next page for the detailed step-by-step actions required (items A, B, and C)



# 6. IPanel Network Setup for Public Internet

A

By default, your IPanel is setup to use automatic IP detection (DHCP) on both of its Ethernet ports. If your internal network is configured to use DHCP (which is the most common case) then simply plug in a network cable into either port on the IPanel.

B

• Once you have this information, open up the network properties page on the IPanel by going to **START->CONTROL PANEL->NETWORK CONNECTIONS** on Windows XP
• RIGHT CLICK on "Local Area Connection" or "Local Area Connection 2" and select **PROPERTIES (see note below) One connection will say connected, one will say network cable unplugged. Use the connected network choice.**
• In the properties page LEFT CLICK on "Internet Protocol (TCP/IP)" to highlight it and then press the PROPERTIES button.
• Toggle both selections from "Obtain...Automatically" to "USE THE FOLLOWING…" and then enter the five pieces of information you gathered earlier into the appropriate boxes. Once you've entered this information press OK to close the dialog.
• Verify network connectivity by selecting Internet Explorer on the IPanel and connecting to a public web site (it is the same process as any other computer).
• Note: there are 2 Ethernet adapters on the back of the IPanel. You can use either one, but if you are setting up a static IP address on your IPanel make sure you setup the same network properties for the same port you plug your cable into. (Facing the back of the iPanel adapter 1 is on the left ("Local Area Connection") and adapter 2 ("Local Area Connection 2") is on the right. It's perfectly ok to set-up both adapters with the same information.)

C

Load VTEL's System Configuration. Under the Network tab, check the "Enable NAT" box and enter your public/external IP address in the box (you may have to ask your ISP/Network Administrator for this address). Press "OK" to close System Configuration and apply the settings.

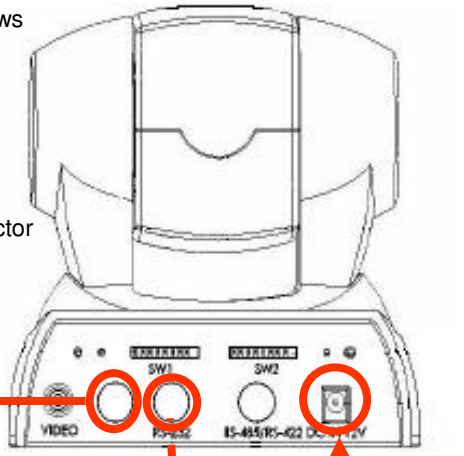
# Attaching VTEL Backpack (PC) to Olevia 537H/542i Flat Panel

**Mechanical Assembly**

A. Mount the camera to the LCD monitor using the camera mounting bracket.
B. Place the camera umbilical cable (cables 3,4,5) behind the PC mounting bracket and mount the PC assembly to the LCD monitor using four screws

**Cable Assembly**

1) Attach DVI/HDMI cable and securely plug it into HDMI -1 on monitor
2) Attach Video dongle
3) Attach both ends of the camera power supply
4) Attach VISCA cable to port labeled RS-232 (camera) and other end into right COM port (COM 2) (part of umbilical)
5) Attach s-video cable to camera s-video port and the other end into connector on video dongle with arrow pointing towards PC
6) Plug the RF Receiver of the keyboard into one of the USB ports
7) The keyboard and the dongle receiver are synchronized at the factory. If you need to resynchronize the keyboard, use the following process.
   - 7A) Setting ID: press ID button on dongle receiver, the green LED will flash which means the ID is searching
   - 7B) Press the ID button on the keyboard. The green LED on the dongle receiver will turn off. This means the connection between the keyboard and the dongle receiver is successful.




3. Camera power

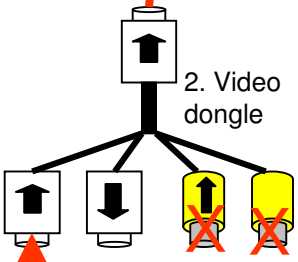
4. Camera RS 232 control

5. Camera S-video

6. Dongle receiver into USB port

7A. Push ID button -- the green LED will flash

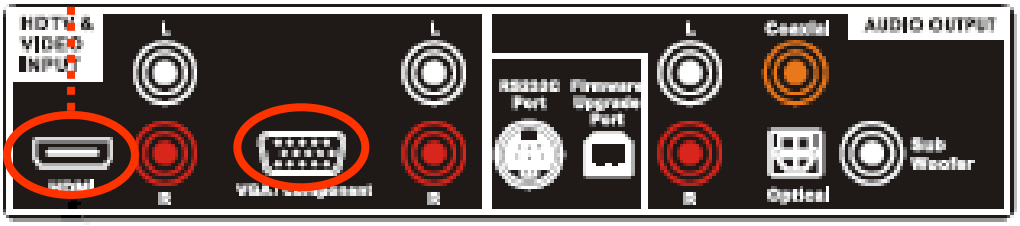
2. Video dongle



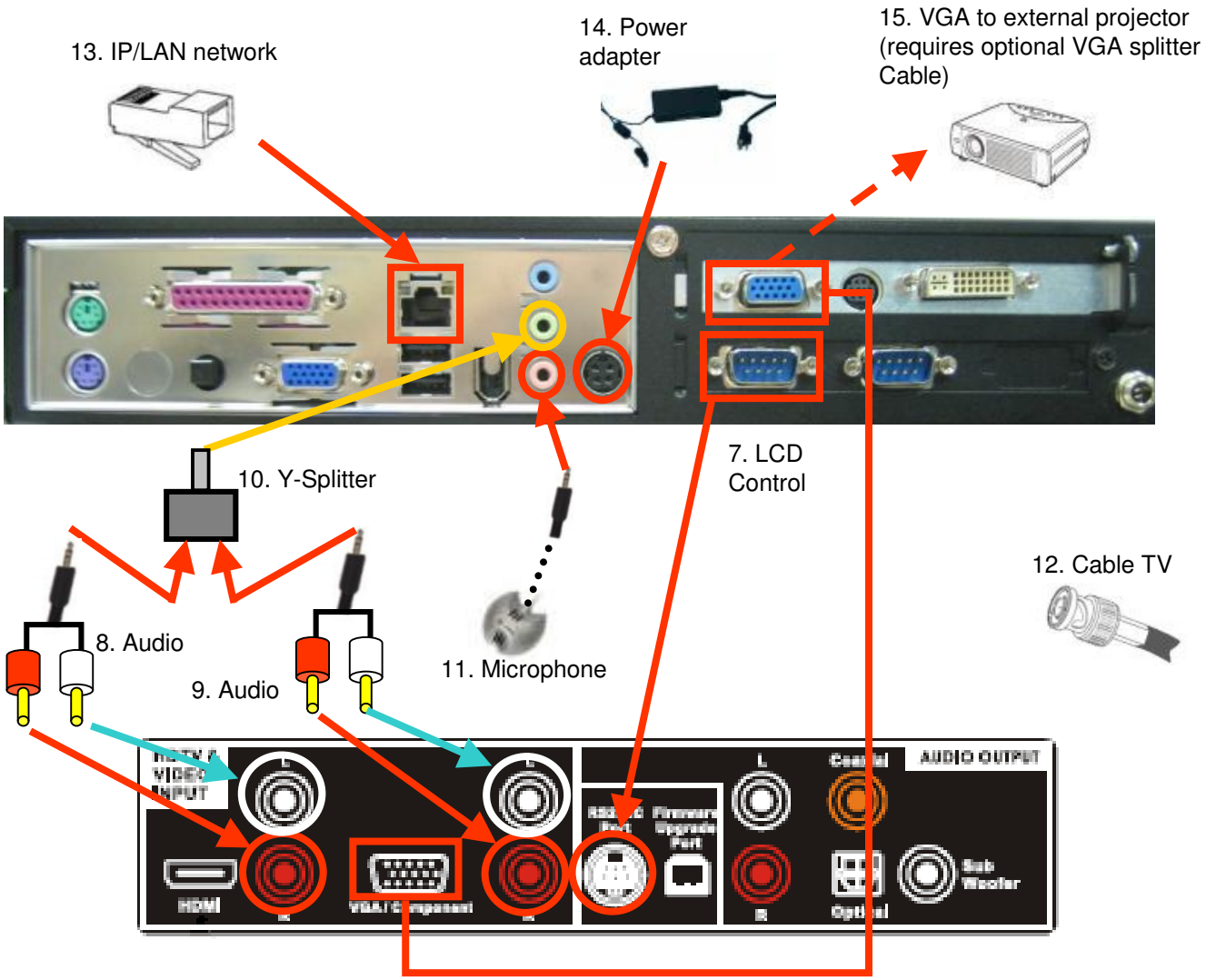
7B. Push ID button -- the keyboard will connect to dongle receiver

1. HDMI

HDMI -1 Port



# Attaching VTEL Backpack (PC) to Olevia 537H/542i Flat Panel




**Cable Assembly Continued**

7) Screw in each end of the LCD panel control cable. Be sure to use the lower COM port (COM 1) on the PC
8) Plug one end of this audio cable into the Y-splitter. Match the red and white jacks to their audio receptacles on LCD panel
9) Plug one end of this audio cable into the into the Y-splitter. Match the red and white jacks to their right-most audio receptacles on LCD
10) Plug the Y-splitter into the green mic jack on the PC.
11) Plug in microphone into pink jack on the PC
12) If available, plug in your coaxial cable TV feed for TV viewing
13) Attach your RJ-45 IP/LAN network cable to either port on PC
14) Attach the power cable here and plug the AC side into a surge protector
15) Using an optional VGA splitter cable attach a VGA projector to the PC